



Vietnam Education Foundation

Call for Proposals for the VEF U.S. Faculty Scholar Program

The Vietnam Education Foundation (VEF) is pleased to announce a *CALL FOR PROPOSALS* for its *U.S. Faculty Scholar Program* for Academic Year 2014-2015.

The Vietnam Education Foundation (VEF)¹ was established by the U.S. Congress in December 2000 as an independent federal agency. VEF's primary purpose is to promote the bilateral relationship between the United States and Vietnam through educational exchanges, both for Vietnamese nationals to pursue graduate and post-graduate studies in the United States in the sciences (natural, physical, and environmental), engineering, mathematics, medicine (including biomedical sciences as well as epidemiology, nutrition, and biostatistics within public health), and technology (including information technology), and for American citizens to teach in the same fields of study in Vietnam.

The VEF U.S. Faculty Scholar Program addresses the stated goal by enabling U.S. faculty to teach courses in English at Vietnamese universities either on-site in Vietnam or by interactive, real-time videoconferencing from the United States. VEF serves as the organizer and sponsor for this project while the Vietnamese host institutions and the cooperating U.S. institutions serve as co-sponsors through their support. VEF selects prominent U.S. scientists and faculty to evaluate the applications. U.S. Faculty Scholar Program applicants submit a proposal to VEF through an online application available at the VEF website (<https://application.vef.gov/usfs/>).

Eligibility

1. Applicants must be U.S. citizens, who are Associate Professors, Professors, or Emeritus Professors. Emeritus Professors should be actively involved with and supported by their educational institutions.
2. Applicants must disclose the following:
 - a. Whether they are receiving any other U.S. Federal Government grant monies for a program in Vietnam at the time of the proposed VEF program.

¹ VEF website: www.vef.gov.

- b. Whether they have any prior convictions for a felony or a misdemeanor (excluding minor traffic violations), and if so, must explain how the issues have been resolved.
3. The applicant must teach in English at a Vietnamese university for one or two **full academic terms**. Teaching may take place either in Vietnam via face-to-face teaching or by interactive, real-time video-conferencing from the United States. **Short-term workshops or seminars offered by one or more professors do not meet the requirements for a U.S. Faculty Scholar Grant.** Scholars who offer a course by video-conferencing must travel to Vietnam for a minimum of 1 to 2 weeks at the beginning and at the end of the course.²
4. Eligible fields of teaching are sciences (natural, physical, and environmental), engineering, mathematics, medicine (*including* biomedical sciences as well as epidemiology, nutrition, and biostatistics within public health), and technology (including information technology). Courses may be at the undergraduate or graduate level. Courses that focus primarily on the social sciences cannot be supported.³
5. Activities related to the teaching program may begin no earlier than July 1, 2014, and must end no later than August 31, 2015.
6. Both the Vietnamese host university and the home institution must approve this application and must provide a letter that outlines all details of their support, including any matching funds, in-kind contributions, and expectations of continuing the course(s) and establishing collaborations between the universities.
7. **Online applications must be submitted by February 28, 2014.**

Financial Support

Each proposal selected for funding will receive a grant from VEF that may not exceed U.S. \$55,000. **VEF cannot provide any overhead either to the U.S. or Vietnamese institutions nor can any monies from the grant be designated for overhead.** As determined in advance by the applicant, the Vietnamese host university or universities should provide direct and/or in-kind financial support and set the teaching conditions. The U.S. university should also provide direct and/or in-kind financial support. At least one U.S. Faculty Scholar grant will be available for Academic Year 2014-2015.

² Courses taught by video-conference must be presented in real time. Webcasts or similar programs, such as Adobe Connect, may also be used to achieve the intended purpose as long as the result is a highly interactive and dynamic remote course. Communications, which occur between the remote live class sessions, may use Skype or similar types of connections; however, such connections cannot serve as the major mode of course delivery. Courses using this model cannot be taped in advance and delivered passively by DVD or by any other means. To assure technical capabilities, the applicant must obtain written confirmation from both the U.S. and Vietnamese universities regarding the following: (1) sufficient Internet connectivity; (2) availability of highly reliable videoconferencing and/or webcasting equipment and facilities; (3) access for each student to all necessary equipment to function independently; and (4) availability of technical personnel to help manage the details.

³ Priority this year will be given to applicants, whose field of study focuses on climate change (environmental sciences) or on nuclear energy, provided that all other qualifications are equal, as these fields are of great interest to Vietnam and to U.S. bilateral interests.

In Advance of Application

1. Identify and contact a Vietnamese University that could benefit from a course that you teach. The VEF Hanoi staff may assist you in identifying a university that has a program of study appropriate for your discipline. Send your inquiries to:
usfs@vef.gov.
2. Contact the Vietnamese University to inquire about the institution's willingness to host you. The university will need to write a detailed letter of support on your behalf.
3. Contact administrators at your own university to verify that the administration is willing to support you in your application by administering the funds without overhead and providing matching funds or in-kind support.

Application Procedure

Online applications for the VEF U.S. Faculty Scholar Grants
for the 2014-2015 Academic Year **will be available**
at: <https://application.vef.gov/usfs/>
from October 1, 2013, to the deadline, February 28, 2014.

(1) Upload a CV that includes:

- a. Degrees received, and work, research, or teaching positions held;
- b. Research, teaching, and mentoring experience;
- c. Experience in international education, including living and/or working outside of the United States;
- d. Teaching/research/travel related to Vietnam; and
- e. Experience with curriculum development and the evaluation of student learning.

(2) Upload a Teaching Proposal that includes:

- a. Title of course or courses and name(s) of the Vietnamese university or universities where the course will be offered
- b. Time frame (prep time to prepare for the course or courses; date of arrival and departure in Vietnam; start and end dates of course(s); minutes per class and number of classes per week; number of weeks per course).
- c. Description of each course and required textbooks/materials, including cost and alternatives for acquiring necessary books and equipment
- d. Explanation of the way research will be integrated into the course(s) and whether appropriate research facilities exist at the Vietnamese university
- e. Description of how the Vietnamese teaching associates or assistants will support the Scholar and how they will be prepared to carry on with the course(s) after the Scholar has left the country, as well as how the course(s) might be embedded into the existing curriculum of the Vietnamese university in a sustainable manner.

- f. If team-teaching with one or more U.S. faculty members is proposed, provide the rationale for team-teaching, and list all other participants, including their titles, course responsibilities, and the timeframe for teaching.⁴
- g. If the applicant has received a VEF U.S. Faculty Scholar grant in the past, he/she must describe the following:
 - (1) How the proposed project is different from the previous one;
 - (2) Why there is any advantage in continuing support for this project; and
 - (3) The outcomes and sustainability of the course(s) funding in the previous grant.

(3) Upload a Letter from the Vietnamese University

The Vietnamese host institution must declare its support for the proposed teaching program. Applications are strengthened when the Vietnamese University offers to provide financial support through international and domestic transportation, an honorarium for teaching, or an allowance for living expenses. These institutions might also provide in-kind support, by providing books, materials, teaching supplies, laboratory equipment, photocopy capability, access to electronic resources, or videoconferencing equipment and personnel. Provide a letter from an appropriate administrator at each university in Vietnam **on letterhead**, which clarifies their detailed support for, and contributions to, the applicant's intended program. **The letter must also include the dates and the name(s) of the course(s) that the applicant will teach.**

(4) Upload a Letter from the U.S. University

Summarize any financial contributions from the applicant's U.S. institution, in particular any direct financial support, such as salary, international and local transportation, health and medical insurance, overhead, retirement, access to electronic resources, and items related to teaching course(s), such as, books, materials, and teaching supplies, laboratory equipment, photocopies, or videoconferencing equipment and personnel. Provide a letter on letterhead from an appropriate administrator at the home U.S. university that elucidates the detailed support for, and contributions to, the VEF U.S. Faculty Scholar Program and the applicant's intended program.

(5) Budget

A budget template will be provided to applicants to assist them in preparing a budget that outlines personal and professional needs, including travel, per diem, facilities and equipment for videoconferencing, facilities and supplies for research projects, books, etc. The budget is divided into columns that allow the applicant to show any financial and in-kind contributions provided by the home or host universities, as well as what the VEF grant is expected to support. The maximum grant from VEF is U.S. \$55,000. For your planning purposes, a budget template is available at:

http://home.vef.gov/download/Template_Estimated_budget_for_the_U.S._Faculties.xls.

- VEF will not provide any overhead to either the U.S. or Vietnamese institutions. Applicants are urged to secure in-kind contributions from the U.S. university to

⁴ The VEF grant cannot be used to bring graduate students and teaching assistants to Vietnam. Team-teachers must all be senior-level faculty members.

cover videoconferencing costs such as the use of facilities, equipment, and technical personnel.

- The application will be deemed stronger if financial or in-kind support is provided by the Vietnamese and U.S. institutions. These contributions should be confirmed in the letters of support required by the application.
- The U.S. Faculty Scholar must arrange for Emergency Medical Evacuation Insurance before leaving the United States. VEF can provide information about such insurance, on request. Many universities provide this coverage for all their faculty.
- In order to meet U.S. government requirements according to the Fly America Act, ***U.S. Faculty Scholars must fly on a U.S. airline***, which can be code-shared with another airline, both within the United States and on travel to and from Vietnam.
- At the end of the course(s), any teaching materials and equipment purchased by the grant must be given to the Vietnamese host universities with a written statement that these items were donated by the Vietnam Education Foundation.

Tips for Strengthening the Teaching Proposal

Work to Build Capacity in Science and Technology in Vietnam

Describe any other grants related to Vietnam that you have received. Explain how the VEF grant intersects with these grants and builds on them. Explain further why the VEF grant would be necessary to complement the other grant(s).

If your U.S. university already has established formal or informal contacts or agreements with this Vietnamese university or others, please explain the extent of the relationship, activities that have occurred to date, potential conflicts with the U.S. Faculty Scholar Program, and any plans for the future. Please provide a copy of any written agreements.

Refer to the VEF reports on the situation of higher education in Vietnam to see how your project might address the issues raised, especially in the areas of curriculum development, research, student learning, and evaluation (see <http://home.vef.gov/news.php?id=178>).

Promote Future Relationships and Sustainability

Applicants are highly encouraged to engage U.S. students in the course(s) and include significant interaction between the Vietnamese students and U.S. students. Specify how you plan to train the Vietnamese teaching associates/assistants assigned to the course(s) to teach this/these course(s) in the future.

Summarize how the U.S. university will continue to build relationships with the Vietnamese host institution and with other Vietnamese universities and faculty after completion of the program. Indicate how you can help establish sustainability of your work for this project.

Additional Professional Opportunities

The U.S. Faculty Scholars selected for this program may be invited to participate in other VEF activities that occur while they are in Vietnam, including the VEF Interview Mission in August for the selection of new VEF Fellows, the Pre-Departure Orientation for new Fellows and Vietnamese Visiting Scholars in early to mid-June, the VEF Alumni Conference, guest lectures, and other events and meetings. If invited by VEF, expenses for the Scholar's air transportation and lodging required for the event will be paid by VEF.

Other Program Requirements

- a. In the United States. Grantees are required to attend the *U.S. Faculty Scholar Orientation* at the VEF Headquarters in Arlington, VA, all day **May 12, 2014**.
- b. In Vietnam. Grantees will attend a one-day *Orientation* at the VEF Field Office in Hanoi, Vietnam, either upon first arrival in Vietnam or when all new Faculty Scholars are available together. The date will be determined by VEF at a later date.
The expenses for both Orientations must be included in the applicant's budget, including up to two nights at a hotel, depending on the final schedule for the Orientation.
- c. Prepare and post the course(s) taught on the Connexions website (<http://cnx.org/>), to make the course information widely available; and
- d. Document and summarize activities, issues, and outcomes in the form of a final report of no more than 10 pages, which becomes the property of VEF. This report should be submitted to VEF within 2 weeks after completion of the program.

**VEF will offer a free Web-Ex session on budget preparation
for U.S. Faculty Scholar grant applicants
on December 11, 2013, from 1:00 pm to 2:30 pm EST.**

All interested applicants are encouraged to register for this interactive session by sending a message to usfs@vef.gov.

Selection Criteria and Process

The final review and selection of proposals will be conducted by VEF and evaluation panels of prominent U.S. scientists and professors. A conference call interview of the U.S. Faculty Scholar finalists will be conducted as the last phase of the selection process. Criteria for selection of proposals will include the following:

1. Academic qualifications to teach the proposed course(s) and prior experience in international education
2. Quality of the proposed teaching plan, which includes an appropriate selection of course(s) and teaching location(s), a clear plan of teaching and training, and effective use of resources.
3. Likelihood of capacity building at the Vietnamese university and of sustainable outcomes, such as improved teaching methods and ongoing partnerships
4. Commitment of support from the host Vietnamese and the home U.S. institutions.

Preference and priority will be given to applicants that have not received a VEF Fellowship or grant in the past, provided that all other qualifications are equal. If the applicant is considered among finalists, priority will be given to individuals, whose previous VEF grant was awarded further in the past. The Board of Directors will select Scholars at the April 2014 Board Meeting. All decisions are final. The identity of reviewers will not be provided; however, a summary of the reviewer's and interviewers' comments may be requested by sending an email message to: margaretpetrochenkov@vef.gov.

Timeline for 2014 Cohort for AY 2014-2015

Event	Timeline
Announcement of the USFS 2014 Program	September, 2013
Application period	October 14, 2013 – February 28, 2014
Web-Ex session on budget preparation	December 11, 2013
Deadline for applications	February 28, 2014
Review of applications	Early March 2014
Phone interviews of finalists	Mid-March, 2014
Final decisions and notification to all applicants	Mid-April 2014
Required U.S. Orientation for selected 2014 U.S. Faculty Scholar	May 12, 2014
2014 U.S. Faculty Scholar to teach in Vietnam or via videoconferencing	No earlier than July 1, 2014, and no later than August 31, 2015

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This announcement is intended to provide sufficient information about the USFS Program so that the applicant is confident about the basic parameters of the Program. Applicants should feel free to contact the Vietnam Education Foundation if concerns have not been addressed in this document.

***Note:** VEF reserves the right to make changes to programs as circumstances require. Any changes will be posted ONLY on VEF's official website at www.vef.gov.*

**If you have any questions regarding the VEF USFS Program for AY 2014-2015,
please contact VEF via e-mail at usfs@vef.gov, or phone**

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